

# Creating a Controlled Safe Working Area Self Check Document

Revision 01 2012

***These questions should be discussed with the Quarry Operator***

Company Name	_____	Date	_____
Site / Client	_____	Signature	_____
Task Description	_____	Full Name	_____

- |  | Yes                   | No                    |
|--|-----------------------|-----------------------|
| 1. Can the task/job be moved to a safer area within the quarry? .....  | <input type="radio"/> | <input type="radio"/> |
| 2. Can the area be isolated from quarry activity?<br>(If this is not possible, what additional controls are required?) .....   | <input type="radio"/> | <input type="radio"/> |
| 3. Have you assessed the level of supervision required?<br>(This should be agreed by both contractor and site operator.) .....   | <input type="radio"/> | <input type="radio"/> |
| 4. Have you ensured a suitable method of communication between the contractor and the site operator?<br>(Mobile phone networks are not always available on most sites) ..... | <input type="radio"/> | <input type="radio"/> |
| 5. Have you demarcated the area, and prepared safe access and egress to the job/task? .....  | <input type="radio"/> | <input type="radio"/> |
| 6. Are emergency procedures in place and agreed by all parties? .....  | <input type="radio"/> | <input type="radio"/> |
| 7. Have you reviewed your Risk Assessment? .....   | <input type="radio"/> | <input type="radio"/> |
| (Taking into account the working environment above information)  |                       |                       |

*This guidance sheet represents good practice and has been formulated by the QNJAC working group to promote Zero Harm in the Workplace.*

*These guidance sheets have been produced for, and are aimed at, small independent businesses, new ventures and sole traders, not at mature organisations with fully operational procedures and policies in place.*